

## Foggy Words and Fuzzy Phrases

The words and phrases we use can make it difficult or easy for your reader. Pick words that are simple, clear and familiar.

### **Avoid**

accomplish  
ascertain  
disseminate  
endeavour  
expedite  
facilitate  
formulate  
in lieu of  
locality  
optimum  
strategize  
utilize  
with regard to  
by means of  
in the event that  
until such time  
during such time  
in respect of  
in view of the fact  
on the part of  
subsequent to  
under the provisions of

### **Use**

do  
find out  
send out  
try  
hasten, speed up  
make easier, help  
make easier, help  
instead of  
place  
best, greatest, most  
plan  
use  
about  
by  
if  
until  
while  
for  
because  
by  
after  
under